

State of Nevada AGR: Food and Nutrition Division: Dairy

Version Date: 09/18/2013

1998035 Application Files - Not Approved

Reviewed: 05/20/1998

Description: This record series consists of license files that have not been approved by the State Dairy Commission. The files may include, but are not limited to: applications with associated documentation, licenses that have been withdrawn or denied, etc.

Retention: Retain for a period of eight (8) calendar years from the date of closure, denial or withdraw of the application.

Disposition: Destroy Securely

1991515 Audit Files

Reviewed: 05/20/1998

Description: This record series consist of the audit reports of distributors of dairy products in the State of Nevada. The files may include, but are not limited to: findings, recommendations and responses to audit findings.

Retention: Retain for a period of three (3) calendar years from the fiscal year to which they pertain.

Disposition: Destroy Securely

1998037 Complaint and Disciplinary Files

Reviewed: 05/20/1998

Description: This record series consists of complaints against distributors in the State of Nevada. The files may include, but are not limited to: a list of violations against the distributor, copies of court documents, auditors comments, fine amounts, notes and decrees from the Commission from administrative hearings, correspondence and other related documents.

Retention: Retain for a period of eight (8) calendar years from the close of the investigation or complaint.

Disposition: Destroy Securely

1996115 Cost Files

Reviewed: 05/20/1998

Description: This record series is the Statement of Unit Costs (DC-1A) used by the State Dairy Commission in accordance with NRS 584.395 obtain and have on file current cost information before consideration of a license application or renewal of an existing license. The files may include, but are not limited to information on: product, brand/label, manufacturer, size, unit case, percent of butterfat, acquisition cost, transportation and delivery, handling and storage, general and administrative and sales costs, R.O.I. (return on investment) costs, marketing area and zones.

Retention: Retain for a period of three (3) calendar years from the date submitted.

Disposition: Destroy Securely

1991507 Dairy Products Remittance Reports

Reviewed: 05/20/1998

Description: The Dairy Products Remittance Report is used by the State Dairy Commission for the assessment of dairy products throughout the State of Nevada, NRS 584.630 and 584.633. The report (filled out by marketing area) must be filed by a distributor who is subject to any stabilization and marketing plan as established by the Commission. The files may include, but are not limited to: assessments on fluid milk and cream, sour cream, yogurt, butter, cottage cheese, ice cream/Novelty's, and frozen mix. The Products Imported Report is used by the State Dairy Commission for the accounting of dairy products imported into Nevada by Nevada Processing Plants.

Retention: Retain for a period of three (3) calendar years from the date of the report.

Disposition: Destroy Securely

1991517 Distributor Bonds

Reviewed: 05/20/1998

Description: This record series contains the surety bonds from distributors in Nevada in accordance with NRS 584.600.

Retention: Retain for a period of five (5) calendar years past the final maturity of the bond.

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Disposition: Destroy Securely

1998036 License Files

Reviewed: 05/20/1998

Description: This record series consists of the license files for current distributors. The files may include, but are not limited to: application with supportive documentation, price lists, any amendment to a license, corporate officers address listing, copies of contracts, correspondence and other related documents.

Retention: Retain for a period of eight (8) calendar years from the expiration or cancellation of the license.

Disposition: Destroy Securely

1990452 Milk files

Reviewed: 01/25/1991

Description: This records series contains licensing files for producers of milk and milk products. The files may include, but are not limited to: a copy of the application, the sanitarian's inspection report, in-coming and out-going correspondence, inter-office memos, lab reports, fee invoices and similar information.

Retention: Retain for a period of three (3) calendar years from the expiration of the license.

Disposition: Destroy Securely

1991512 Out of Business Files

Reviewed: 05/20/1998

Description: This record series consists of the license files for distributors that have gone out of business or are no longer doing business in Nevada. The files may include, but are not limited to: application with supportive documentation, price lists, amendments to licenses (if any), corporate officers address listing, copies of contracts, correspondence and other related documents.

Retention: Retain for a period of three (3) calendar years from the date the distributor is no longer doing business in Nevada.

Disposition: Destroy Securely

1996116 Price Files

Reviewed: 05/20/1998

Description: This record series contains price files of all distributors in Nevada.

Retention: Retain for a period of three (3) calendar years from the date of the list.

Disposition: Destroy Securely

1991508 Usage Reports

Reviewed: 05/20/1998

Description: This record series is the Distributor's Montly Usage Report, and is the Schedule of Products Processed used by the State Dairy Commission for the accounting of receipts, production, losses and usage of dairy products.

Retention: Retain for a period of three (3) calendar years from the date on the usage report.

Disposition: Destroy Securely